

JUDICIAL COUNCIL OF CALIFORNIA

Administrative Office of the Courts 455 Golden Gate Avenue San Francisco, California 94102
415-865-4272 Telecommunications Device for the Deaf Web site: www.courtinfo.ca.gov/careers

EMPLOYMENT OPPORTUNITY

JOB TITLE: COURT FACILITIES ANALYST
LOCATION: BURBANK, CA
JOB REQUISITION: 2770

OVERVIEW

This position is ideal for a motivated professional who is interested in joining a growing team responsible for strategic statewide, regional and project-specific planning for improvements to California's courthouses. The successful candidate for this position will have a unique opportunity to participate in the Judicial Branch's development of a new initiative to oversee all aspects of facilities planning and immediate and long-term improvements; this responsibility is based on legislation enacted in 2002.

The Senior Planner will become a key member of a small team of professional planners in the Planning Team in the Office of Court Construction and Management of the Administrative Office of the Courts (AOC). The Planning Team is responsible for developing annual updates to the Judicial Branch long range capital outlay plan, develop strategic county-level facility master plans, and provide project specific planning analyses.

The Senior Planner will be responsible for collaborating with local courts to identify and quantify the need for courthouse improvements for \$60-300+ million dollar capital projects, including new construction, renovation, and expansion projects. The Senior Planner will be located in the Administrative Office of the Court's Southern Regional Office in Burbank and will become the main planner for projects in the southern portion of the state, which represents approximately one-half of the proposed \$9 billion long term capital improvement program for the 58 superior courts. The existing courthouses in the southern region: consisting of the counties of San Luis Obispo, Santa Barbara, Ventura, Los Angeles, Orange, San Diego, Imperial, Riverside, San Bernardino, and Inyo counties represent approximately 65% of the 10 million square feet of court space in the state.

The ideal candidate for this position either has experience working for or with multi-site public or private institutions to develop facility improvement, or capital-outlay, plans.

RESPONSIBILITIES

- Collaborate with local courts to assess and document;
- Current safety and operational problems resulting from courthouse conditions;
- Current and future space and parking requirements to based on adopted state standards for court facilities;
- Options for how to meet the space requirements given the opportunities and constraints of the existing facilities;
- Collaborate with design and construction professionals to establish project schedules, budget and funding requirements to implement a preferred option;
- Prepare a variety of written materials: including project feasibility reports and studies, analysis of improvement options, project summaries, marketing quality documents for posting on the branch's

public web site, and strategic development plans for statewide, regional, and project specific projects;

- Compile project and program data and preparing project cost data analysis;
- Prepare budget documents for submission to the Executive Branch, including project descriptions, planning budgets and capital outlay plans;
- Conduct research, prepare planning analyses, and assist in communications efforts related to securing funding for capital improvement projects;
- Research and review analytical and technical reports to support planning analyses;
- Consult with trial and appellate courts regarding facility issues;
- Prepare presentation materials and making presentations to internal and external parties;
- Prepare documents related to procuring and administering contracts;
- Prepare meeting minutes;
- Drafts and administers consultant scopes of work and contracts; Negotiates fees;
- Conducts surveys, maintains basic data, prepares reports, and suggests policies, principles, and standards relating to courthouse planning and development;
- Prepares, reviews, or monitors consultants in the preparation of periodic and special reports on various aspects of court facilities programming and utilization, such as facilities surveys and building capacity analyses; and
- Other duties and tasks as assigned.

QUALIFICATIONS

Graduation with Bachelor's degree from accredited college with major work in architecture, city or regional planning, engineering, construction management, or interior design is required. Four years of professional experience as a facilities planner for a court, county, or state agency, including one year of lead experience; or five years of professional, varied and increasingly responsible experience in facilities project management, regional planning, real property leasing, architectural design, or construction management, including one year of lead experience; or one year as a Facilities Planner with the judicial branch.

One year of postgraduate education in a field related to the work may be substituted for one year of required experience (but not for the year of lead experience).

This position requires travel statewide as necessary and may require occasional evening and weekend hours.

DESIRABLE QUALIFICATIONS

Possession of an advanced degree in planning or public administration, and professional registration as an architect or a degree in architecture is highly desirable. The successful candidate will have demonstrated experience in developing multi-year facility master plans, analyzing space needs, and preparing proposals for improvements to institutional building types. The successful candidate will have demonstrated experience in managing consultants, working successfully with clients' senior management, facilitating consensus building and making presentations to diverse clients groups. Experience in writing planning reports and managing junior planning staff is also highly desirable.

HOW TO APPLY

To ensure consideration of your application for the earliest round of interviews, please apply immediately, however this position will remain open until filled. To complete an online application, please visit our Web site at www.courtinfo.ca.gov/careers and search for Job Req-2770, Court Services Analyst. This position requires the submission of our official application.

OR

To obtain a printed application, please download a copy from our website under the Special Access and Application Help section OR visit:

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San Francisco, California 94102-3688
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PAYMENT & BENEFITS

SALARY RANGE:

\$6,473 - \$7,866 per month (Burbank)

Some highlights of our benefits package include:

- Health/Dental/Vision benefits program
- 13 paid holidays per calendar year
- Choice of Annual Leave or Sick/Vacation Leave
- 1 personal holiday per year
- \$110 transit pass subsidy per month
- CalPERS Retirement Plan
- 401(K) and 457 deferred compensation plans
- Employee Assistance Program
- Basic Life and AD&D Insurance
- FlexElect Program
- Long Term Care Program (employee paid/optional)
- Group Legal Plan (employee paid/optional)

The Administrative Office of the Courts Is an Equal Opportunity Employer.